

MEMORANDUM

Department of Budget and Finance

To: Bob Rawls, Interim Town Administrator

From: Herb Hyman, CPPB, Procurement Manager

Through: Christopher Wallace, Budget and Finance Director

Date: July 6, 1999

Subject: Print and Mail Town of Davie Forms

The attached resolution is to print and mail Town of Davie forms such as utility bills, occupational licenses, occupational license renewals, and W2 forms for all employee. The vendor prints these forms from electronic information supplied to him by the Town.

The original contract was for a one year period with an option to extend for two additional one year terms by mutual consent of the parties. This resolution concerns the first one year extension as the Town and the vendor wish to exercise the contractual option.

This service is paid for out of the Internal Services Fund-Computer Expense Account and has been budgeted for.

Please contact me if you have any questions.

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, EXTENDING THE
BID FOR PRINTING AND MAILING TOWN OF DAVIE FORMS.

WHEREAS, the Town has previously awarded a bid for printing and mailing Town of Davie forms such as utility bills, occupational licenses, occupational license renewals, W2 forms, etc. by Resolution R-98-138; and

WHEREAS, the Town and the contractor wish to exercise the option to renew the bid for an additional year; and

WHEREAS, after review, the Town Council wishes to extend the bid with Avatar Utility Services, Inc. through May 6, 2000.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. An extension through May 6, 2000 of the bid with Avatar Utility Services, Inc. for printing and mailing Town of Davie forms is hereby accepted by the Town Council.

SECTION 2. The Town Council hereby authorizes the expenditure from the Internal Service Fund-Computer Expense Account.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 1999

MAYOR/COUNCILMEMBER

Attest:


TOWN CLERK

APPROVED THIS _____ DAY OF _____, 1999

MEMORANDUM

Department of Budget and Finance

To: Bid Specification Committee

From:  Frank Apicella, Information Systems Manager

Thru: Chris Wallace, Budget and Finance Director

Date: June 17, 1999

Subject: Town of Davie Printed Forms

The Town has utilized the services of Avatar Utility Services, Inc. and has been very happy with the services they have provided. In light of very good past experience with the organization, I recommend that the contract for the printing of Davie forms not be cancelled and be extended for an additional year, as provided for in the original bid award.



SENT VIA FAX AND REGULAR MAIL

June 14, 1999

Herb Hyman, CPPB
Procurement Manager
Town of Davie Purchasing Division
6591 Orange Avenue
Davie, FL 33314

Subject: Resolution No. R-98-138

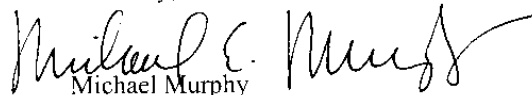
Dear Mr. Hyman:

Confirming our telephone conversation this afternoon with Frank Apicella, Avatar Utility Services, Inc. (AUSI) is interested in renewing the above noted contract.

As noted in RFP No. B-98-36 VIII. Contract Term, allows the contract to be extended for two (2) additional (1) year periods based on mutual agreement of the parties provided that all terms and conditions of the original contract remain unchanged.

If you have any questions or need additional information, do not hesitate to contact me.

Sincerely,


Michael Murphy
Vice President and
Chief Financial Officer

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